

COVERSHEET

EIA Program Report for FY2004-05 And Budget Request for FY 2005-06

**Completed Program Report/Budget Request Not To Exceed Eight Pages and Must Be In
At Least Ten-Point Type**

15 Copies and One Electronic File Are Requested by October 15, 2004

EIA PROGRAM NAME: CERRA – South Carolina (formerly SCCTR)

PROGRAM ADMINISTRATION

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Signature:

Date:

October 14, 2004

FY 2004-05 EIA Program Report

EIA Program Name: CERRA – South Carolina

The purpose of this report is to determine the effectiveness of the program in meeting its objectives during the prior fiscal year. The report also requests information on the objectives of the program during the current fiscal year. Please answer the following questions and provide quantifiable results when available.

Effectiveness Measures: (See attached definition of terms and directions)

1. What were the objectives of this program during Fiscal Year 2003-04? (Sentence Case)
2. Were the Fiscal Year 2003-04 objectives met? Please provide specific, quantifiable data and explanations. (CAPS)
 - a. Add 200 new Teaching Fellows to replace the first graduating class of Fellows and achieve 100% placement of graduating Fellows. DUE TO BUDGET CONSTRAINTS, CERRA RECRUITED 150 NEW FELLOWS TO REPLACE THE 111 WHO COMPLETED FOUR YEARS OF ELIGIBILITY TO RECEIVE FUNDS. IN THIS FIRST COHORT, WE ESTIMATE THAT ~70 HAVE GRADUATED AND ARE EMPLOYED IN SC CLASSROOMS WHILE ~40 CONTINUE THEIR STUDIES TO COMPLETE INITIAL CERTIFICATION (ALMOST ALL IN FIVE-YEAR PROGRAMS) OR TO WORK ON GRADUATE DEGREES. SPECIFIC DATA ON ALL FELLOWS WILL BE COMPLETED NO LATER THAN DECEMBER 1, 2004.
 - b. Administer Supply and Demand Survey at least twice and produce comprehensive report, including number of teachers recruited from other fields by keeping detailed info on MAT programs, PACE program, Troops to Teachers program, and graduates being produced by SC teacher preparation programs. CERRA ONCE AGAIN ACHIEVED A **100% RESPONSE RATE** FOR THE SUPPLY AND DEMAND REPORT; HOWEVER, THE COMPREHENSIVE REPORT IS NOT YET COMPLETE. AT THIS LATE DATE, WE HAVE ELECTED TO PUBLISH THE REPORT BY ALSO INCLUDING THIS YEAR'S DATA (DUE BY THE END OF THIS MONTH) WITH AN ANTICIPATED RELEASE DATE OF SPRING 2005.
 - c. Increase participation and number of hires resulting from SC EXPO by at least 10%. APPROXIMATELY **930 APPLICANTS** REGISTERED FOR EXPO WITH AN ESTIMATED **ADDITIONAL 150** PARTICIPATING AS WALK INS. THIS TOTAL EQUALS THE NUMBER OF APPLICANTS FROM THE PREVIOUS YEAR, WITH **54 DISTRICTS PARTICIPATING**, AS COMPARED TO 57 THE PREVIOUS YEAR. THE NUMBER OF HIRES RESULTING FROM EXPO WILL NOT BE AVAILABLE UNTIL ALL SUPPLY AND DEMAND SURVEYS ARE SUBMITTED TO CERRA (BY END OF OCTOBER 2004).
 - d. Continue to expand use of online application and increase the overall effectiveness of information on CERRA Web site. CERRA's WEB SITE HAS UNDERGONE SIGNIFICANT CHANGES THIS YEAR INCLUDING A NUMBER OF FREQUENTLY-REQUESTED REPORTS AND PUBLICATIONS NOW AVAILABLE ONLINE. CURRENTLY, CERRA IS COLLABORATING WITH THE DIVISION OF TEACHER QUALITY TO COORDINATE THE ONLINE EMPLOYMENT APPLICATION WITH AN ONLINE APPLICATION FOR CERTIFICATION.
 - e. Track number of National Board candidates and number certified when scores announced – goal to maintain a 45-50% achievement rate, have ~4,000 NBCTs as of November 2004 and to recruit at least 1,200 new candidates annually. APPROXIMATELY **1,620 CANDIDATES ARE AWAITING SCORES** AT THE END OF NOVEMBER 2004 (THIS TOTAL INCLUDES RETAKE CANDIDATES). AS A RESULT, WE **ANTICIPATE HAVING ~4,000 NBCTs** AS OF NOVEMBER 2004. IN ADDITION, WE ANTICIPATE MEETING THE OVERALL GOAL OF 5,000 NBCTs IN 2005. IN TERMS OF CANDIDATE RECRUITMENT TO

MEET OUR GOAL OF AT LEAST 1,200 NEW CANDIDATES ANNUALLY, WE CURRENTLY HAVE **1,027 WHO HAVE BEGUN THE APPLICATION PROCESS FOR 04-05** AND ENROLLMENT FOR APPLICATIONS WILL CONTINUE INTO MAY OF 2005.

- f. Train an additional 100 teachers in Santa Cruz mentoring model. AS A RESULT OF GRANTS RECEIVED FROM BELL SOUTH AND WASHINGTON MUTUAL, WE **TRAINED 243 PARTICIPANTS** IN 2003-2004. THE SUCCESS AND POPULARITY OF THIS TRAINING CONTINUES TO BE VERY STRONG, AS EVIDENCED BY THE PARTICIPANT EVALUATIONS ADMINISTERED AT THE CONCLUSION OF ALL TRAININGS.
- g. Have 100% of all Teacher Cadet sites with college partner awarding college credit (25% increase), thus providing honors credit for Teacher Cadet program and strengthening its attraction to potential candidates to enroll in course. THE NUMBER OF CADETS ELIGIBLE TO RECEIVE COLLEGE CREDIT **INCREASED FROM 75% TO 94%** AS A RESULT OF MORE ACTIVE RECRUITING OF COLLEGE PARTNERS.
- h. Increase participation in 03-04 Teacher Cadet course by operating 160 Cadet sites in 2004-2005. THE NUMBER OF SITES OPERATING IN 03-04 WAS 136 SERVING 2,219 STUDENTS. ALTHOUGH THIS DOES NOT MEET THE GOAL OF OPERATING 160 SITES, IT DOES REFLECT THE **ADDITION OF 12 SITES** THAT DID NOT PARTICIPATE THE PREVIOUS YEAR. UNFORTUNATELY, WE ALSO LOST A NUMBER OF SITES DUE TO SCHEDULING ISSUES AND BUDGETARY LIMITATIONS IN DISTRICTS.
- i. Revise Teacher Cadet curriculum and complete in spring of 2004 and revise satellite curricular pieces for attracting students to consider teaching special education, mathematics, or science. THE NINTH EDITION OF THE **CURRICULUM WAS SUCCESSFULLY COMPLETED AND PUBLISHED** AFTER EXTENSIVE RESTRUCTURING TO STRENGTHEN THE STANDARDS-BASED INSTRUCTION. THE REVISION OF THE SATELLITE CURRICULAR PIECES IS NOT YET COMPLETE DUE TO THE EXTENDED TIME THAT WAS NEEDED TO COMPLETE THE CORE CURRICULUM. THE GOAL TO COMPLETE THE SATELLITE PIECES IS A CARRYOVER FOR 04-05.
- j. Administer pre- and post-surveys to track effectiveness of programs as recruitment tools (add Fellows survey instrument to those already administered for pre-collegiate programs). IN ADDITION TO SURVEYS CONTINUING TO BE ADMINISTERED IN THE PRE-COLLEGIATE PROGRAMS, AN **ONLINE SURVEY FOR FELLOWS WAS DEVELOPED AND ADMINISTERED** TO ALL SENIOR FELLOWS.
- k. Add three new "full continuum" school districts through Target Recruitment initiative. TARGET RECRUITMENT EFFORTS DEFINITELY IMPROVED THIS PAST YEAR. DISTRICTS THAT HAD SIGNIFICANT INCREASES IN PARTICIPATION IN THE CERRA CONTINUUM OF PROGRAMS INCLUDED HORRY, MARLBORO, AND ORANGEBURG 3.
- l. Increase number of National Board Regional Liaisons so that each of the five CERRA Regions has 10. WE NOW HAVE APPROXIMATELY **63 LIAISONS TRAINED** TO SERVE THE FIVE CERRA REGIONS – TO ASSIST IN ACHIEVING GOAL e LISTED ABOVE.
- m. Target greatest needs areas and work with National Board liaisons to provide awareness and support for candidates and NBCTs. AS A RESULT OF OUR TARGETED RECRUITMENT EFFORTS, **OVER 200 CANDIDATES IN CRITICAL DISTRICTS** ARE CURRENTLY AWAITING SCORES IN NOVEMBER 2004.
- n. Revise Constitution and Bylaws to reflect new formation of the Teacher Leaders Network (combination of Teacher Forum and National Board Certification teachers). THIS GOAL HAS BEEN **ACCOMPLISHED**. IN ADDITION, WE WENT A STEP FURTHER AND INCLUDED THE PRE-COLLEGIATE ADVISORY BOARD AND UPDATED THE CONSTITUTION AND BYLAWS TO REFLECT THIS ADDITION. AS A RESULT, CERRA NOW HAS ONE TEACHER ADVISORY BOARD REPRESENTING ALL PROGRAMS IN OUR CONTINUUM.

3. **What are the objectives of this program in the current fiscal year, Fiscal Year 2004-05? Explain how, if any, the objectives have changed from the prior fiscal year and why. (Sentence Case; Underline is a change or addition.)**
4. **What measures or data will be used to assess the effectiveness of this program in meeting its objectives for the current fiscal year, Fiscal Year 2004-05? (CAPS)**
- a. Add ~~200~~ 150 new Teaching Fellows to replace the first graduating class of Fellows and achieve 100% placement of graduating Fellows. THE REDUCTION FROM 200 TO 150 REFLECTS THE REDUCTION IN FUNDING AS A RESULT OF UNRESTORED CUTS. THE GRADUATING COHORT FOR THIS YEAR WAS *ORIGINALLY* A COHORT OF 150.
 - b. Administer Supply and Demand Survey at least twice and produce comprehensive report, including number of teachers recruited from other fields by keeping detailed info on MAT programs, PACE program, Troops to Teachers program, and graduates being produced by SC teacher preparation programs. THE COMPREHENSIVE REPORT WILL BE PUBLISHED IN SPRING 2005.
 - c. Increase participation and number of hires resulting from SC EXPO by at least 10%. THE NUMBER OF HIRES RESULTING FROM EXPO WILL NOT BE AVAILABLE UNTIL ALL SUPPLY AND DEMAND SURVEYS ARE SUBMITTED TO CERRA (BY END OF OCTOBER 2004). DATA FROM DISTRICT SURVEYS AND CONTINUED TRACKING OF PARTICIPANTS WILL BE USED AS MEASURES OF EFFECTIVENESS.
 - d. Continue to expand use of online application and increase the overall effectiveness of information on CERRA Web site. SURVEYS WILL BE ADMINISTERED FOR FEEDBACK ON THE WEB SITE SERVICES OF CERRA. RESULTS WILL BE USED TO GUIDE IMPROVEMENTS IN SERVICES.
 - e. Track number of National Board candidates and number certified when scores announced – goal to maintain a 45-50% achievement rate, have ~4,000 NBCTs as of November 2004 and to recruit at least 1,200 new candidates annually. WE WILL CONTINUE TO TRACK THE NUMBER OF NEWLY CERTIFIED TEACHERS AS WELL AS APPLICANTS.
 - ~~f. Train an additional 100 teachers in Santa Cruz mentoring model.~~
 - g. Have 100% of all Teacher Cadet sites with college partner awarding college credit (~~25%~~ 6% increase), thus providing honors credit for Teacher Cadet Program and strengthening its attraction to potential candidates to enroll in course. WITH 94% OF ALL CADETS ELIGIBLE FOR COLLEGE CREDIT, WE WILL WORK TO PROVIDE PARTNERSHIPS FOR THOSE SITES NOT CURRENTLY ELIGIBLE FOR CREDIT.
 - h. Increase participation in ~~03-04~~ 04-05 Teacher Cadet course by operating ~~160~~ 150 Cadet sites in 2004-2005. THE NUMBER OF SITES OPERATING IN 03-04 WAS 136. LOWERING THE TARGET TO 150 PROVIDES A MORE REALISTIC GOAL AS WE WORK TO MAINTAIN CURRENT SITES WHILE ALSO ADDING 14 ADDITIONAL ONES.
 - ~~i. Revise Teacher Cadet curriculum and complete in spring of 2004 and revise satellite curricular pieces for attracting students to consider teaching special education, mathematics, or science.~~
 - j. Administer pre- and post-surveys to track effectiveness of programs as recruitment tools (~~add Fellows survey instrument to those already administered for pre-collegiate programs~~). SURVEYS WILL CONTINUE TO BE REVISED AND ADMINISTERED WITH RESULTS PUBLISHED IN THE ANNUAL REPORT.

- k. ~~Add three new "full continuum" school districts through Target Recruitment initiative.~~ THE MEASUREMENT OF "FULL CONTINUUM" HAS BEEN MORE DIFFICULT TO QUANTIFY THAN ANTICIPATED, THUS THIS GOAL IS BEING REVISITED.
- l. ~~Increase number of National Board Regional Liaisons so that each of the five CERRA Regions has 10.~~ WE NOW HAVE APPROXIMATELY 63 LIAISONS TRAINED TO SERVE THE FIVE CERRA REGIONS.
- m. Target greatest needs areas and work with National Board liaisons to provide awareness and support for candidates and NBCTs. WITH ASSISTANCE FROM HEWLETT-PACKARD FUNDS, WE HAVE AN OPPORTUNITY TO FOCUS ON MINORITY RECRUITMENT FOR NATIONAL BOARD AND WE WILL TRACK THE NUMBER OF RECRUITS AND SUCCESSFUL CANDIDATES WHO PARTICIPATE IN THE PROCESS. WE CURRENTLY HAVE 76 NEWLY-REGISTERED APPLICANTS FROM CRITICAL DISTRICTS FOR 04-05 AND ANTICIPATE EXCEEDING THE 204 WHO ARE NOW AWAITING SCORES AS A RESULTS OF LAST YEAR'S EFFORTS.
- n. ~~Revise Constitution and Bylaws to reflect new formation of the Teacher Leaders Network (combination of Teacher Forum and National Board Certification teachers).~~ COMPLETED.

ADDITIONAL GOALS FOR 2004-2005:

<u>Contract for Request for Proposal for external evaluation of CERRA in 05-06.</u> AWARD OF CONTRACT FOR EVALUATION.
Recruit 150 Teaching Fellows to replace the second graduating class of Fellows and achieve 100% placement of graduating Fellows. TRACK RECRUITMENT AND GRADUATION NUMBERS.
<u>Strengthen/increase diversity (future and current teachers of color and males) in all programs: ProTeam, Teacher Cadet, Teaching Fellows, National Board Certification[®], Teacher Leaders; research diversity numbers/issues of other states.</u> STATISTICS OF PROGRAMS WILL BE COMPARED TO PREVIOUS NUMBERS.
<u>Establish cooperative instrument with SC State Department of Education to annually update numbers of former ProTeamers, Teacher Cadets, and Teaching Fellows who are certified to teach in SC.</u> REPORT WILL BE GENERATED WITH REQUESTED DATA.
<u>Create and administer Teaching Fellows Institution evaluations.</u> CONDUCTING EVALUATIONS USING INSTRUMENT TO BE DEVELOPED.
<u>Develop and research initiative area for Hard-to-Staff Recruitment.</u> TEACHER IN RESIDENCE (CERTIFIED IN SPECIAL EDUCATION) WILL FOCUS ON THIS AREA TO DEVELOP STRATEGIES FOR RECRUITMENT AND RETENTION.
<u>Produce multi-media project to promote CERRA's work.</u> PROJECT WILL BE AVAILABLE TO DISSEMINATE IN SUMMER OF 2005.

5. **What measurable actions will be taken to assure that the program objectives of the current fiscal year, Fiscal Year 2004-05, will be met?** A master table outlining the above goals is in place as an internal document for CERRA. The table is updated at least once a month by the "Manager" of the goal. The table includes columns for the following:
- Evidence of Success
 - Target date of completion
 - Strategies
 - Status/comments
- Table available upon request.

FY 2005-06 EIA Budget Request

EIA Program Name: CERRA – South Carolina

Information provided below will be used by the EIA and Improvement Mechanisms Subcommittee in recommending funding levels for this EIA program in Fiscal Year 2005-06 and in any proviso changes.

(1) FY 2004-05

Base Appropriation: \$5,404,014

(2) FY 2005-06

Total Amount Requested: \$5,545,569

2.6% Increase Requested over FY2004-05 Base

NA % Decrease Requested over FY2004-05 Base

(3) Cost Estimates for Increase or Decrease in Funding for FY 2005-06

Identify how the requested increase or decrease in funding was calculated. For example, inflationary increases, program expansions, program reductions, changes in program objectives, etc., impact budgets. Please be specific.

The increase includes a 3% salary increase for all employees, an increase in the number of Teacher Cadet sites to be supported, grants to college partners to track (and recruit into education) Teacher Cadets at SC institutions, administrative expenses to track status of employed Fellows (loan forgiveness), continued mentor training for greatest needs school districts.

(4) Detailed justification for increase, decrease or maintenance of funding

Based upon the total budget request for Fiscal Year 2005-06, what would be the program objectives for this program? Explain how the proposed increase, decrease or maintenance of funding affects the current program objectives.

As reflected in the goals outlined above, the program objectives for the 9 basic programs/services at CERRA (ProTeam, Teacher Cadet, College Partners, Teaching Fellows, EXPO/Job Bank, National Board Support, Mentoring, Target Recruitment, and Diversity Recruitment) are to improve their effectiveness and to expand the opportunity for more participation.

(5) Detailed Justification for any additional FTEs Requested. NONE REQUESTED.

FY 2005-06 EIA Budget Request
Continued

(6) Please complete the following chart which will provide detailed budget and expenditure history.

Funding Sources	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Estimated
EIA	\$4,359,149	\$5,404,185	\$5,404,014	\$5,545,569
General Fund	\$100,000	\$167,216	\$100,000	\$100,000
Lottery	\$	\$	\$	\$
Fees	\$	\$21,700	\$21,700	\$21,700
Other Sources	\$	\$	\$	\$
Grant	\$20,484	\$50,420	\$44,246	\$46,246
Contributions, Foundation	\$58,166	\$55,836	\$35,000	\$
Other (Specify)	\$	\$	\$	\$
TC Future Scholarship	\$4,000	\$4,000	\$4,000	\$4,000
	\$	\$	\$	\$
Carry Forward from Prior Year	\$	\$	\$	\$
TOTAL:	\$4,541,799	\$5,703,357	\$5,608,960	\$5,717,515

Expenditures	2002-03 Actual	2003-04 Actual	2004-05 Estimated	2005-06 Estimated
Personal Service	\$462,259	\$542,309	\$544,938	\$611,493
Supplies & Materials	\$177,249	\$221,220	\$218,139	\$198,639
Contractual Services	\$612,200	\$628,770	\$618,701	\$608,701
Equipment	\$19,764	\$87,247	\$20,031	\$20,031
Fixed Charges	\$74,281	\$86,130	\$86,130	\$86,130
Travel	\$111,545	\$122,654	\$124,426	\$130,426
Allocations to Districts/Schools	\$2,864,669	\$3,811,547	\$3,813,047	\$3,878,547
Employer Contributions	\$111,016	\$123,855	\$114,548	\$114,548
Other: Please explain – TC Scholarship	\$4,000	\$4,000	\$4,000	\$4,000
Returned Funds	\$104,744	\$80,870		
Carryover for Summer Fellows			\$65,000	\$65,000
Carry Forward to Prior Year	\$	\$	\$	\$
TOTAL:	\$4,541,727	\$5,708,602	\$5,608,960	\$5,717,515
# FTES	2	2	2	2

NOTE: My business manager and I tried to determine how to include the "carryover" funds so that the lines would reconcile. We could not figure out how to do so for training costs we charge to out-of-state participants. Because we have such unique pre-collegiate recruitment programs at CERRA (ProTeam and Teacher Cadet), we are able to offer training to educators from other states for a fee. Using those fees we collect, SC teachers are contracted to revise the curriculum every three years, and they also serve as trainers. The funds we generate contribute to our being able to offer the training and curriculum at NO COST to SC districts. We also use the funds to pay for our facilities, curriculum development, and trainers. In 02-03, the training funds we carried over was \$105,186. In 03-04, the amount was \$163,223, and in 04-05, our beginning balance is \$88,847. We estimate we will have \$45,000 in 05-06.

FY 2005-06 EIA Budget Request
Continued

Proviso Changes: Please indicate any additions, deletions or amendments to existing provisos below:

I WOULD LIKE TO DISCUSS THE POSSIBILITY OF IMPROVING THE CLARITY OF THE LANGUAGE IN THE EXISTING PROVISO AND CORRECTING BUDGET NUMBERS THAT ARE INACCURATE AS A RESULT OF MIDYEAR CUTS THAT WERE NEVER RECONCILED; HOWEVER, I BELIEVE THIS WARRANTS A CONVERSATION IN PERSON RATHER THAN COMMUNICATION ON PAPER.

- A. Proviso Number: 1A.23
- B. Action (Indicate Amend, Delete, or Add):
- C. Summary of Existing or New Proviso:
- D. Explanation of Amendment to/or Deletion of Existing Proviso:
- E. Justification (Why is this action necessary?):
- F. Fiscal Impact (Include impact on all sources of funds -- state, federal, and other):
- G. Submitted By (Include agency name submitting change, contact name and telephone number):
- H. Text of New Proviso with Underline or Entire Existing Proviso Text with Strikeover and Underline:

Definition of Terms and Directions

EIA Program Name: Name of the program or entity as reflected in the EIA budget

Effectiveness Measures: Quantifiable data that illustrate how effective the program is in meeting its mission or objectives. It is important to include the program mission statement or objectives of the program. Included must be the objectives of the program for the prior completed fiscal year, FY2003-04 and documentation about the effectiveness of the program in meeting these objectives. Also, please include the program objectives for the current fiscal year, FY2004-05 and the measures that will be used to assess the effectiveness of the program in meeting these objectives. The goals or objectives should be in terms that can easily be **quantified, evaluated and assessed**. Please include the number of students served, the percentage increase or decrease in services provided, summary information from any recent internal or external evaluations of the program, and information contained in any budget request to the Budget and Control Board. **All effectiveness measures should be reflected in quantifiable and not anecdotal data.** For example, "there was a 5% increase in the total number of students in the program resulting in an additional 100 students and a 10% increase in the total number of minorities in the program over the past three years." Also included must be the proposed actions to meet the current year's objectives and the data to be reported to show whether the objectives are met.

EIA Budget Request: Indicate the current year's EIA appropriation and for Fiscal Year 2005-06, any increase or decrease requested in funding along with the percentage change calculated. The detailed justification should include a written explanation for any increase, decrease or maintenance of funding for the program. Please provide detailed information showing how the proposed budget for Fiscal Year 2005-06 will impact the current objectives of the program. Also include a justification for any additional personnel (FTEs) requested or any additions, deletions or amendments to existing provisos. Please provide detailed information on the EIA program's budget including source of funds and expenditures. Allocations to schools and districts include any pass through funds.